

**United States Bankruptcy Court  
Eastern District of Virginia  
Richmond Division**

**TO:**  
Douglas Foley, Esq.

**In re:** Circuit City Stores, Inc.

**Case Number** 08-35653-KRH  
**Chapter** 11

**YOU ARE ADVISED AS FOLLOWS CONCERNING PAPERS FILED BY YOU WHICH CONTAIN DEFICIENCIES:**

**2302** – Motion to Authorize — Debtors' Motion for Order Authorizing the Destruction of Certain Business Records filed by Douglas M. Foley of McGuireWoods LLP on behalf of Circuit City Stores, Inc.. (Attachments: # (1) Proposed Order) (Foley, Douglas)

**REQUIREMENTS OF FORM/PROCESS:**

- All motions, unless otherwise directed by the Court and with certain exceptions, shall be accompanied by a written memorandum setting forth a concise statement of facts and supporting reasons, along with a citation of authorities. [LBR 9013-1(G)]
- Motions for continuance shall not be granted by mere agreement of counsel but will be considered by the Court only in the presence of all counsel. [LBR 9013-1(J)]
- Not accompanied by "Request for Waiver to File by Computer Diskette or Conventionally."\* Parties represented by attorneys and governmental units and institutional entities must file via the Internet or complete and file a Request for Waiver in order to file by computer diskette or conventionally. Future noncompliant filings will be forwarded to the Court for determination/appropriate action.
- Please prepare and submit to the Court an Order Extending Stay, which may be obtained from the Court's web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) under Bankruptcy Forms.\*
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**MOTION FOR EXPEDITED HEARING [LBR 9013-1(N)]:**

- Not accompanied by Certification Regarding Request for Expedited Hearing\*.
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**MOTION FOR RELIEF FROM STAY AND/OR CODEBTOR STAY [LBR 4001(a)(1)]:**

- Not accompanied by proof of service indicating service of motion upon parties required to be served.
- Notice as required by LBR 4001(a)-1(C) not clearly stated or conspicuously provided in motion.
- Caption of codebtor stay does not clearly state the subsection of 11 U.S.C. 1301 under which party is proceeding.
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**NOTICE OF MOTION OR OBJECTION/NOTICE OF HEARING:**

- Official Form 20A\* – Notice of Motion or Objection. The Notice must be in substantial compliance with the official form and must accompany the Motion or Objection when filed.
- Official Form 20B\* – Notice of Objection to Claim. The Notice must be in substantial compliance with the official form and must accompany the objection when filed.
- Date, time and/or location omitted or incorrect in Notice of Hearing.
- Notice of Hearing/Response not properly linked to Motion/Application/Objection
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*\*A copy of the above-referenced forms may be obtained from the Court's web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov)*

Date: February 26, 2009

CLERK, UNITED STATES BANKRUPTCY COURT

By /s/ Jenni Jafarbay, Deputy Clerk  
Direct Dial Telephone No. 804-916-2411